

Rush County Court Services
Job Description
An Equal Opportunity Employer

Department: Community Corrections
Position: Community Supervision Manager
Position Reports to: Deputy Director of Community Corrections
Status: Full Time
Post Date: 3/9/2016
Date to be closed: 3/31/2016

Application Process:

To apply, please submit a resume to the Community Corrections Director, Ashley Stevens. Resumes may be submitted electronically to astevens@rushcounty.in.gov or may be submitted at the Community Corrections office, located in the Rush County Court House at 101 E 2nd St, Rm 316, Rushville, IN 46173.

Position Summary:

Position is responsible for supervising both male and female offenders who have been placed on Community Corrections by the court. The supervision will be conducted through both field and office responsibilities in accordance with Court orders. Position is also responsible for maintaining all case load files and case plans which serve to assist the client in successful completion of the program. This position requires periods of on call and ability to work a flexible schedule, i.e. weekdays, weekends, evenings, and holidays. All Community Corrections case managers will be required to become certified probation officers.

Position Responsibilities:

Monitor a caseload of electronically monitored participants and their adherence to the rules, policies, and procedures.

Responsible for case load duties which includes:

- Supervise electronic monitoring activities and respond to alerts per policy
- Administering the Indiana Risk Assessment System (IRAS) & any other required assessments per policy
- Developing case plans to address criminogenic risks and needs
- Complete referrals to the appropriate programming as identified in the case plans (cognitive-based programming, substance abuse, education, mental health, family/individual counseling. Parenting and support groups)
- Meet with participants regularly to monitor the compliance or lack thereof
- Notifying the Court of noncompliance/violations according to policy

Recognize and respond to the legitimate needs of victims and alert them to issues of concern during client supervision.

Hold clients accountable for complying with rules of supervision and informing clients of consequences of non-compliance.

Administrative responsibilities: organizing, filing, and creating statistical reports.

Documenting all caseload activities.

Obtaining urine samples of participants.

Maintain and update electronic monitoring system as needed.

Complete home and employment visits in the field to verify provided information and compliance.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary.

Job Knowledge, Experience, and Skills Required:

Bachelor's degree in criminal justice, social work, psychology or related field required, prior case management experience preferred

Take and pass an examination for prospective probation officers prior to employment or within six months from the date of employment. (If not already certified)

Knowledge of evidence-based practices in community supervision

Basic computer skills using common programs such as Microsoft Excel, Word, and Outlook

Excellent written and oral communication skills

Ability to work effectively and collaboratively with offenders, their families, service agencies, county government offices and the general public

Must possess a valid driver's license

Must pass a criminal background check

Must pass an Indiana Department of Child Services substantiated cases check.

Independent Judgment:

Actions are controlled by the application of laws, rules, regulations, policies and procedures.

Independent judgment and actions are exercised in the case planning and management of crises that occur with participants, their families, victims, and the community.

Discretion and judgment is required in the maintenance and use of confidential information such as court records, psychological evaluations, criminal histories, inter-agency reports, law enforcement records, substance abuse evaluation/treatment, urinalysis results, and personal information received from clients.